

SECRET
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140171-3

PREPARE IN DUPLICATE

CONTROL NO.

DDO/OTR/ISS - 44

1. TITLE OF REPORT (if a fill-in report include Form No.)

Information Science Training-On Duty Employees -- Only

2. TYPE OF REPORT
STATISTICAL
NARRATIVE
XX MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL
LOGISTICS
MEDICAL
TRAINING
SECURITY
FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

12

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annual

6. DISTRIBUTION (No. of components not number of copies)

12

7. FORMAT (memorandum, form computer print-out, etc)

Computer print-out

8. ADP PROCESSING

XX YES
NO

IF YES GIVE ADP PROCESSING NO.
606C

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Att. B IHC-D-113.5/9 20 May 69

10. PREPARING COMPONENT (include lowest level contributing information to report)

OCS
OTR/ISS/AIR

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None
(Form 136,
Form 1961)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
Same as 601A									

B. COSTS OF COMPUTER PRODUCED REPORTS

11 pages x 12 x 5¢ per page =					\$6.60
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TOTAL COSTS PER YEAR

\$6.60

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

15. ACTION PROPOSED BY COMPONENT FOR THIS REPORT

XX RETAIN AS IS
CHANGE
DISCONTINUE
OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS
DOLLARS
0
0

16. DATE OF INVENTORY

9 OCT 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

STAT

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(22-36-43)